

The School's Guide to the EHCP Annual Review Process - BEFORE THE MEETING

In the September of each year a list of pupils with EHCP's is sent to schools, including date by which EHCP's must be reviewed. Schools to inform LA of the planned dates of all pupils with EHCP's.

The Local Authority writes to the school no less than 2 weeks before the end of each term informing them which Annual Reviews are due the following term and writes half termly regarding those which are overdue.

Two months before the meeting, the school must invite:

- The child's parents or carers
- A relevant teacher
- A representative of the Local Authority
- Connexions Service if child is in Year 9 +
- Anyone else considered appropriate
- The SEN Team prioritise transition, potential change of placement and resources.

The school seeks/requests written advice from:

- Parents/Carers
- Other relevant professionals involved e.g. Doctor, Speech & Language Therapist, Physiotherapist, Occupational Therapist, Educational Psychologist, Social Care Services, Connexions (Yr.9 +)

The school seeks the ascertainable views of the pupil. The School completes Part 1 of the Annual Review Report regarding progress and achievement against the needs and objectives within the EHCP.

If a child is in public care consideration should be given to combining the Annual Review with the 'LAC' review.

The school circulates Part 1 of the Annual Review Report and all reports, at least two weeks before the meeting, to all those invited.

The School's Guide to the EHCP Annual Review Process - DURING THE MEETING

The school chairs and records the meeting and ensures that the views of the parent(s) and pupil are considered.

➤ Ensure child's details on the Headteachers report and EHCP are correct.

➤ Discuss progress made in relation to previous targets by looking at the effectiveness of the IEPs/Plan & CASPA graph.

➤ Discuss progress made in relation to the objectives set out in EHCP.

➤ **Discuss the pupil's overall progress in academic/personal/social areas, especially in relation to each special educational need.**

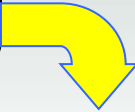
➤ Examine current and discuss future provision

➤ Discuss and agree whether the EHCP should be continued and confirm if there are significant amendments.

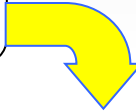
➤ Present to parents the high expectations and the new targets for the following year.

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The school sends a copy of the completed Part 2 of the Annual Review Report with any additional reports to all those invited to the meeting and to the SEN Team no later than two weeks (10 days) after the meeting.



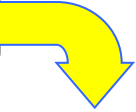
The LA will monitor the quality and outcomes of Annual Reviews. This will be the positive aspects as well as omissions and advice; this will be confirmed in writing.



The LA will decide whether or not to amend or to maintain the pupil's EHCP.



All parties will be notified within one week of making the decision. Parents have the right to appeal following a review.



More detailed information on the Annual Review Process can be found in:
[The SEND Code of Practice 2014 Parent/carer guide](#) [The SEND CoP Organisations guide](#)